



*State of Louisiana*  
**DIVISION OF ADMINISTRATION**

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 1, 2000

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-74**

**TO:** All UPS Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2000 ends June 25, 2000, with checks dated June 30, 2000. Each agency should make certain that all relevant payroll expenditure updates are submitted as soon as possible to assure that all fiscal year 2000 payroll transactions/documents will be processed through the system for pay period ending June 25, 2000. Void and supplemental documents for fiscal year 2000 must be submitted to the Office of State Uniform Payroll no later than 12:00 noon, Wednesday, June 21, 2000. Any void and/or supplemental received after the deadline on June 21, 2000 will be charged to Fiscal Year 2001 in AFS.

If you have any questions concerning the information above, please contact Penny Jones at (225) 342-5374.

RSM:PFJ:kmb